



Utah State  
Courts

# Uploading Legal and Social Documents

---

Juvenile Court  
Community  
Partners



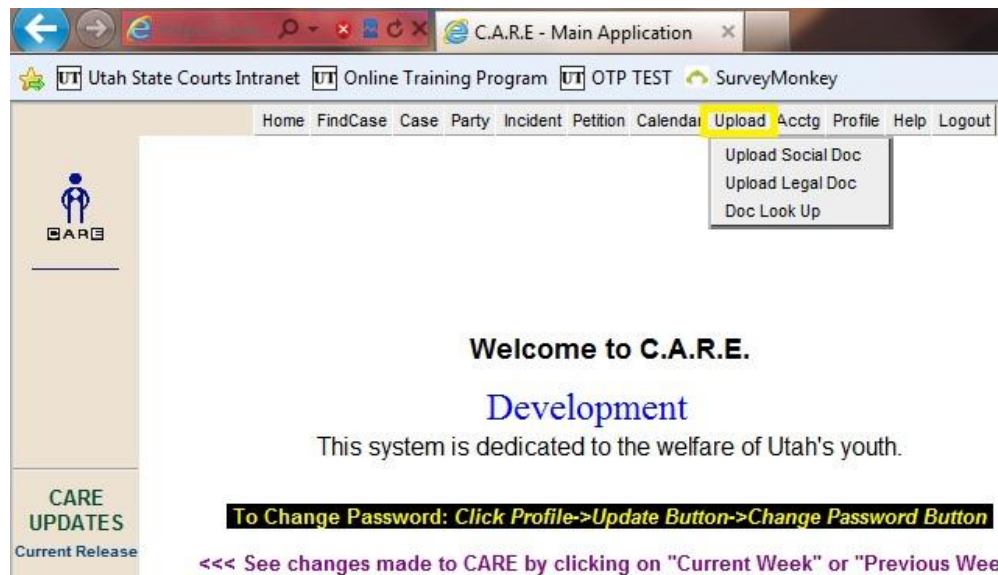
**April 2013**

## Contents

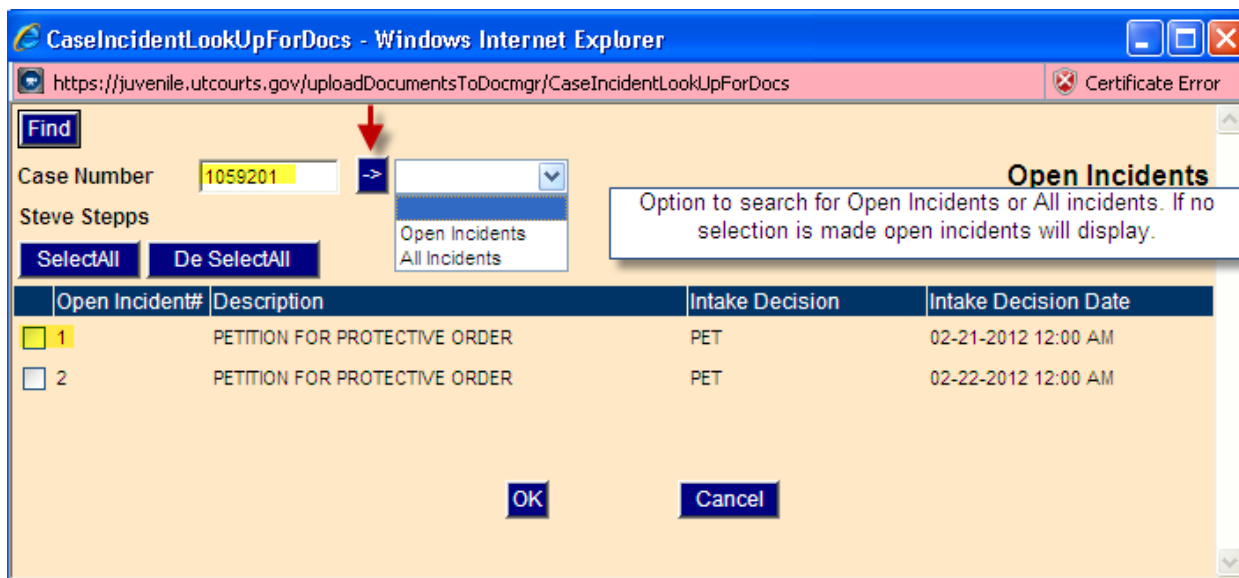
Uploading Legal and Social Documents .....	3
Adding/Removing cases and incidents .....	6
Critical Message for E-Records.....	10

## Uploading Legal and Social Documents

On the CARE home page, go to the **Upload applet**. From the drop down menu, select **Upload Social Doc** or **Upload Legal Doc** depending on the document type.



The **Case IncidentLookupForDoc** screen will open. If the case was accessed from the home page (Find Case), the case number and incidents will be displayed. The case may also be accessed by entering the case number and selecting **Find**. If the case number is unknown, a search is available. To Search, click on the blue pick box next to the case number.



When the incident(s) the document is to be associated with is checked, select **OK**

When OK is selected, the Document Upload screen opens.

**Legal document:**

- Select a Document Type
- Enter a Document Title
- Enter Document Date (the date received by the court). The date and time the document is uploaded will show on the Case Documents screen.

**Social document:**

- Select a Document Type
- Enter a Document Title (a document title is mandatory for document type “Other”) Leave document Title blank if document type is sufficient.
- Enter Document Date (date the court will receive document). The date and time the document is uploaded will show on the Case Documents screen.

**Document Upload**

Document must be PDF  
Maximum Document Upload Size 5 MB

*Protected Legal Juvenile*

Case Number 1059201  
Youth Name Stepps, Steve

Incidents

Open Incident#	Description	Intake Decision	Intake Decision Date
1	PETITION FOR PROTECTIVE ORDER	PET	02-21-2012 12:00 AM

Document Category: Protected Legal Juvenile

Document Type: Petition

Petition, Private Petition

Document Title: Verified Petition for Protective Order on Behalf of Children

Document Date: 04-25-2012

Doc Sealed: ☐ No

File: C:\Scanning\Scanned\_Documents\child po.pdf

When the appropriate information is entered and the document being processed has been scanned, select **Browse**. When the file to be uploaded has been selected, the file path will display. Select **Upload**.

**Note:** The document to be uploaded must be in PDF format and less than 5 MB in size. Documents can be saved as PDF from an application, email, or scanned.

**Document Upload**

Upload in Process. PLEASE WAIT.....

Document must be PDF  
Maximum Document Upload Size 5 MB

*Protected Legal Juvenile*

Case Number 1059201  
Youth Name Stepps, Steve

Incidents

A message, “Upload in Process. PLEASE WAIT” will display at the top of the Document Upload screen

When the upload process is complete, the Document Upload screen will refresh and three additional options will be available:

- Add Case
- Add Incident

**Document Upload**

Document must be PDF  
Maximum Document Upload Size 5 MB

*Protected Legal Juvenile*

Case Number 506616  
Youth Name Jones, Bob

Incidents

Open Incident#	Description	Intake Decision	Intake Decision Date
1	THEFT \$299 OR LESS CLASS B MIS	PET	07-02-2010 12:00 AM

Document Category Protected Legal Juvenile  
Document Type \* Other Legal  
Document Title Letter of Apology  
Document Date \* 04-26-2012  
Doc Sealed ☐  
File 18797.pdf

To open the image of the document which was uploaded click on the File #

Save Cancel

## Adding/Removing cases and incidents

If the document uploaded needs to be added to more than one case file, the case and associated incidents can be added. When the **Add Case** button is selected, the initial upload screen opens. Enter the case number to be added; check the appropriate incidents and select **OK**. The document which was originally uploaded is now available in multiple cases.

https://caretrain.utcourts.gov/ - DocumentUpload - Windows Internet Explorer

Document must be PDF  
Maximum Document Upload Size 5 MB

**Protected Legal Juvenile**

Case Number 506616 **Add Case**

Youth Name Jones, Bob

An incident can be added if necessary

Incidents **Add Incident**

Open Incident#	Description	Intake Decision	Intake Decision Date
1	THEFT \$299 OR LESS CLASS B MIS	PET	07-02-2010 12:00 AM

Case Number 506612

Youth Name Wayne, Thomas

Incidents **Add Incident**

Open Incident#	Description	Intake Decision	Intake Decision Date
1	SHELTER HEARING	SHH	03-02-2010 12:00 AM

Document Category Protected Legal Juvenile

Document Type \* Motion

Document Title Motion to reduce fine to \$75

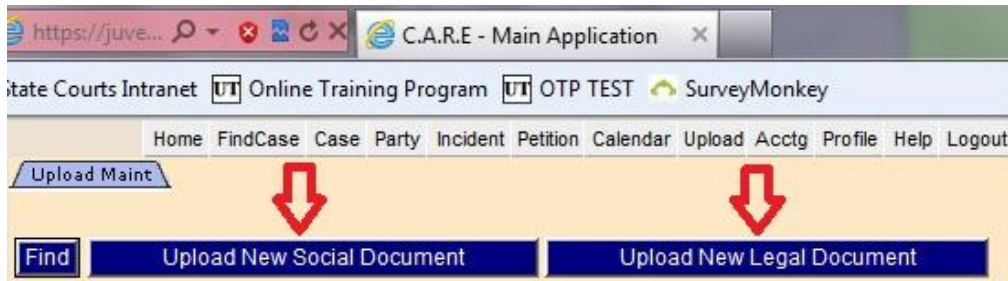
Document Date \* 04-26-2012

Incidents and/or cases can also be removed. However, the system won't allow removal of all associations – there must be at least one case and one incident associated to the uploaded document.

**NOTE:** Deleting a document requires administrative rights in CARE. These rights are provided to TCEs, Clerks of Court, Probation Chiefs and CARE Administrators.

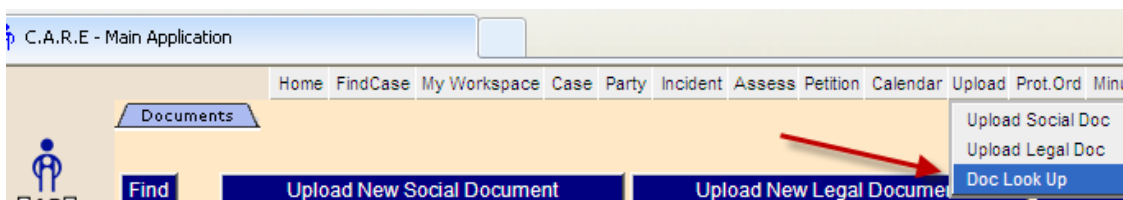


The Document upload screen can also be accessed by selecting **Doc Look Up** from the Upload applet on the Home page. The Documents screen opens, and there are options to upload legal and social documents. The process is the same as above.



## Accessing electronic records (uploaded documents)

Select the **Upload applet** and then **Doc Look Up**.



From this screen, documents can be uploaded, hearings scheduled, documents viewed, added /removed or deleted. The selection on the **Document Category** will determine what is displayed. If Protected Social Juvenile is selected, the documents which have been uploaded as social documents will be listed; if Protected Legal Juvenile is selected the documents which have been uploaded as legal documents will be listed.

This screen can also be used to access the Document Upload screen.

Find  Upload New Social Document Upload New Legal Document New Hearing

Case Number  506616

Document Category  Protected Social Juvenile Document Type

Two options: Protected Social Juvenile, or, Protected Legal Juvenile

Date	Category	Document	Title	Creator	Case	Incidents	View	Add/Remove Incidents	Attach Add'l Doc	Delete
04-26-2012	Protected Social Juvenile	Victim Statement/Worksheet/Documentation	City Creek Center	training11	506616	1	18803.pdf	Add/Remove	YES	Delete

Filed date. Mousing over the date will display the upload date and time

Document Type selected on the Document Upload screen

Text that was entered in the DocumentTitle field on the Document

User that was logged in

To view document

If a document is over 5mg it will have to be parceled out. To attach a part 1, 2, 3, etc select Yes. Browse. Upload

To delete an entire document requires administrative rights in CARE and can be done by TCEs, Clerks of

If multiple cases have been associated with a document or multiple incidents, this information will display under case and incidents.

Find

Upload New Social Document

Upload New Legal Document

Case Number

303648

Creator

Document Category

Protected Social/Legal Juvenile

Document Type

File Date

Upload Date

Begin Date

End Date

Date	Category	Document	Title	Creator	Case	Incidents	View	Add/Remove Incidents	Attach Add'l Doc	Delete
04-25-2013	Protected Legal Juvenile	Motion to Continue	Motion to Continue	training8			23286.pdf	Add/Remove	YES	

303648

92, 93, 94, 100, 101

500005

278

502495

1

## Add or Remove Cases and/or Incidents to the document

View	Add/Remove Incidents	Attach Add'l Doc	Delete
18798.pdf	Add/Remove	YES	Delete

If a document has been uploaded to the wrong case, associated to a wrong incident, or if a case or incident needs to be added, select Add/Remove in the Add/Remove Incident column for the case to be modified. The Document Upload screen will open.

DocumentUpload - Windows Internet Explorer

[https://juvenile.utcourts.gov/uploadDocumentsToDocmgr/CaseIncidentLookupForDocs?document\\_ref\\_num=16782](https://juvenile.utcourts.gov/uploadDocumentsToDocmgr/CaseIncidentLookupForDocs?document_ref_num=16782)

Remove Case

Add Incident

Open Incident#	Description	Intake Decision	Intake Decision Date
1	SHOPLIFT \$299 OR LESS	PET	01-23-2006 12:00 AM

Case Number

500005

Youth Name

Unko-johnson, Chisai Jr

Remove Case

Add Incident

Open Incident#	Description	Intake Decision	Intake Decision Date
278	THEFT OF A FIREARM	NJ	02-24-2012 12:00 AM

Case Number

303648

Youth Name

ZEBRA, STRIPE TED

Remove Case

Add Incident

Open Incident#	Description	Intake Decision	Intake Decision Date
92	POSSESSION OF TOBACCO	CT1	07-08-2004 12:00 AM
93	ALCOHOL POSSESSION/CONSUMPTION	CT2	07-08-2004 12:00 AM
94	POSSESSION OF TOBACCO		
100	SHOPLIFT \$299 OR LESS		
101	BURGLARY	OTH	12-14-2007 12:00 AM

Delete

Delete

Delete

Delete

Delete

Document Category

Protected Legal Juvenile

Document Type \*

Motion

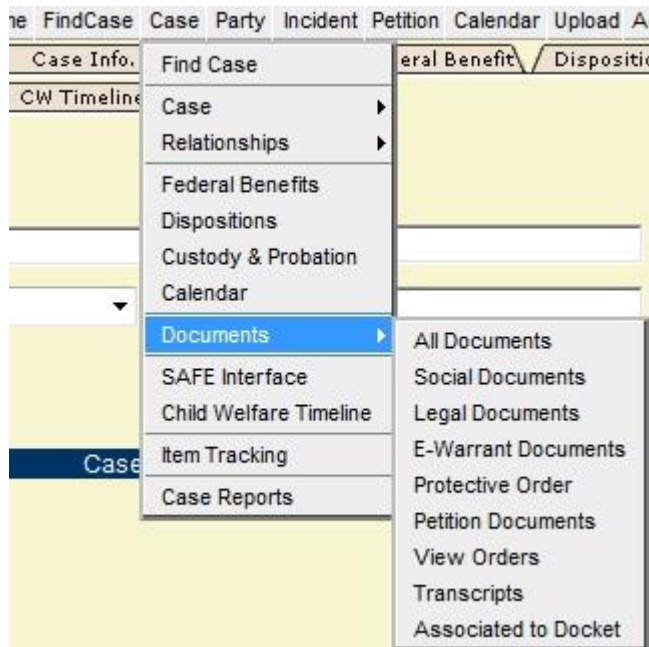
Motion to Compel

Motion to Continue

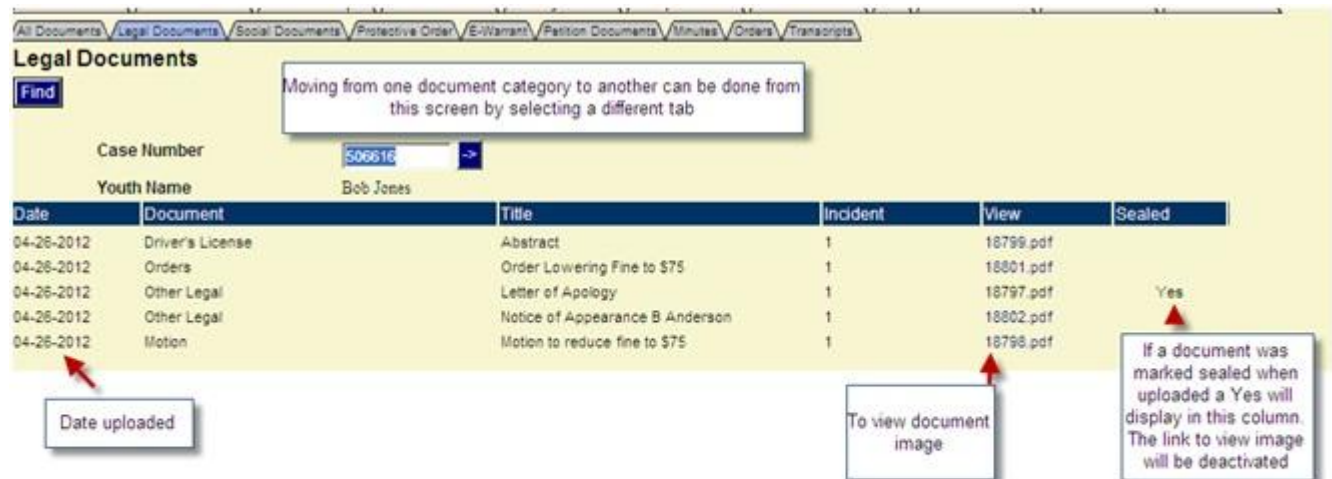
Motion to Convert, etc



To see documents associated to a case, go to the **Case > Documents**. Documents are viewable by type. There is an option to select **All Documents**.



If **All Documents** is selected and there are many documents on the case, there will be a delay in displaying the page. If the selection can be narrowed to a type of document, the document screen will display faster.



## Critical Message for E-Records

A new critical message called **Alert Type> Electronic File** will be added when a case is uploaded. To access Critical Messages, go to **Case> Case> Critical Messages**. In the **Critical Message screen**, you can view all, Active, and Inactive Critical Messages for a case.

Utah State Courts Intranet | Online Training Program | OTP TEST | SurveyMonkey

Home FindCase Case Party Incident Petition Calendar Upload Acctg Profile Help Logout

Find Case Case Info Relationships Federal Benefit Dispositions Cust. & Prob. Calendar

Documents CW Timeline Safe Info

Profile Addresses Phones Critical Messages Characteristics Aliases Notes Access GAL Activities

Active/Inactive: [Dropdown]

Case Name: [Dropdown] Johnson Jr

**Active Critical Messages**

Creation Date	Category	Expiration Date	Type	Description	Last Updated
07-25-2012 09:25:36	Case		Case Photo	Case Photo uploaded 07/25/2012	07-25-2012 09:25:36
06-28-2012 13:07:57	Case		Protective Order Draft	Automated by Protective Order System	06-28-2012 13:07:57
04-01-2012 20:07:08	Case		Case Photo	Case Photo uploaded	04-01-2012 20:07:08
03-29-2012 12:31:07	Case		Epin Access	Case Epin.	
02-07-2012 11:04:15	Case		Interpreter Needed	Portuguese	02-07-2012 11:04:15
01-15-2012 21:16:02	Case		Serious Youth Offender	Armed and Dangerous	01-15-2012 21:16:02
10-19-2011 14:48:35	Case		DNA Fingerprint	this is a test	10-19-2011 14:48:35
05-19-2011 15:17:55	Case		Fingerprinted	collected on 5/11/2011	05-19-2011 15:17:55

Case # 500005 - Chisai Unko-johnson Jr. Nov 21, 1996 - SHOCAP - ICWA

FINGERPRINTED SUICIDE RISK DNA UNCOLLECTIBLE CASE PHOTO ACCOUNT DELINQUENT STAYED ORDER DIABETIC ELECTRONIC PIN ASSIGNED INTERSTATE COMPACT ACCOUNTING ALERT INTERPRETER NEEDED EMANCIPATION

If a critical message has been created for an electronic file, a message will display in the bottom of the CARE screen showing, “E-Folder”. If you mouse over this icon, it will display the description will display.

Case # 506616 - Bob Jones - May 12, 1995

**E-FOLDER**

**Electronic File**

All documents in this case have been uploaded. 4-27-2012

